

Consultative Examination (CE) Services

Instructions for Send CE Report

Click the link, **Send CE Report** under the “Consultative Examination (CE) Services” heading. Unless you receive your request electronically from the DDS, you should have the CE request letter with the barcode readily available to complete the processing steps. Note that file types accepted are: .wpd, .doc, .docx, .jpg, .bmp, .mdi, .txt, .rtf, .xls, .xlsx, .pdf, .tiff, and .tif. *The Send CE Report function is to be used by the CE Provider and not the CE administrative staff.*

If the CE request was received from the DDS electronically, you will be able to locate the request under **Access Electronic request**. This will direct you to **Send CE Report**.

Electronic Records Express—Instructions for Send CE Report

10:45 AM Wednesday, January 02, 2008

Electronic Records Express - Microsoft Internet Explorer provided by IE6.0 SP1 > Alpha CI

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS Feeds

Address <https://secure.ssa.gov/apps7/ERE/home.do> Go Links

Social Security Online
www.socialsecurity.gov

Electronic Records Express
Frequently Asked Questions User Instructions

Electronic Records Express Home
Welcome to Electronic Records Express

Evidence Submission Services
[Send Response for Individual Case](#)
[Send Grouped Files](#)

Consultative Examination (CE) Services
[Review / Submit CE Reports](#)
[Pickup Doctor's Transcription Reports](#)
[Prepare CE Report for Doctor](#)
[Send CE Report](#)
[Send CE Report with Scanned Signature](#)
[Send CE No Show Response](#)

Document Exchange Services
[Access Electronic Requests](#)
[Access Doctor's Electronic Requests](#)
[Send Transcription Report To Doctor](#)
[Pickup Transcription Reports](#)
[Teacher Questionnaire](#)

Communication Services
Secure Messaging: [Home Inbox](#)
Communication Utility: [Send E-Mail](#)

Bulletin Board
Updated 12/19/2007
[What's New?](#)
[Email for more information](#) or call toll free: 1-866-691-3061

Ruth Trent
ruth.trent@ssa.gov
4109665484
[Log Out](#)

From here you can also:
[Modify your account information](#)
[Change your password](#)
[Account Maintenance](#)

For your security, please log out and close all Internet windows when you are finished.

Shortcut to start.do (secure Web site)

start | Internet | 10:45 AM

Step 1—Destination and Request Information

Step 1—Destination and Request Information

- Enter the three character Site code from the barcode. The Site code begins with a letter which is followed by two digits. If you make a mistake you may backspace and enter the correct letter or digits;

or

Select the “State” from the dropdown. After choosing the State, the Destination list is refreshed to only list the offices in the State you selected. Select the “Destination” from the dropdown;

or

Just select the “Destination” from the dropdown.

- Obtain the following information from the CE request letter:
 - Enter the Social Security Number (SSN). *Only files for one SSN can be sent with this transaction.*
 - Enter the Request ID (RQID). The Request ID is the document number or serial number which is usually located on the request letter near the barcode.
 - Select the appropriate RF (Routing Field) option, or “No RF or No Barcode” if not displayed on the request letter.
 - Select the appropriate DR (Document Return Code) option, or “No DR or No Barcode” if not displayed on the request letter.

- Enter the CS (Check Sum Digits) if available, or leave this field blank if not displayed on the request letter.
- Select **“Continue”** to go to the next step or select **“Cancel”** to take you to the homepage.

Step 2—Attach and Upload Files and Electronic Signature

10:50 AM Wednesday, January 02, 2008

Electronic Records Express - Microsoft Internet Explorer provided by IE6.0 SP1 > Alpha CI

File Edit View Favorites Tools Help

Address <https://secure.ssa.gov/apps7/ERE/CE/prepare.do> Go Links

Destination and request summary:

Destination:	XX - DEMO/TEST DDS [S99]	SSN:	111-11-1111
RQID:	1	RF:	P
DR:	S	CS:	

[Edit](#)

Attach and upload files to this report:

A maximum of 8 files can be added and all files must total less than 50MB.
File types accepted: .wpd, .doc, .docx, .jpg, .bmp, .mld, .txt, .rtf, .xls, .xlsx, .pdf, .tiff, .tif

File 1: [Browse...](#) [Clear File 1](#)

[Add Another File](#)

You can type up to three letter size pages (approximately 16,000 characters) of comments.

Comments:

Read this statement and indicate your understanding by checking the **“I have read...”** box below. When you select **“Submit”**, you will generate an electronic signature and submit your response.

I am certifying under penalty of perjury, that I have been employed or contracted by the Disability Determination Services to examine the claimant as shown in the attached, and produced a consultative examination report for that claimant. The report is accurate. By checking the **“I have read and agree to the above”** checkbox below, I am certifying that I personally conducted, or personally participated in conducting, the consultative examination and have electronically signed the report contained herein.

☐ **I have read and agree with the above.**

[Cancel](#) [Prior Page](#) [Submit](#)

Done

start [Inbox - Microsoft Out...](#) [Electronic Records Ex...](#) [Document2 - Microsof...](#) [Internet](#) 10:50 AM

By checking this box, you affirm your intent to sign the report.

Step 2—Attach and Upload Files and Electronic Signature

- Review the destination and request summary information and verify the accuracy of the information selected in Step 1. If any of the information is incorrect, make the corrections by selecting the **“Edit”** button.
- Select the **“Browse”** button to select a file to send. (Do not send files that are password protected.) The **“Choose file”** window will appear on your screen.
- Locate the file you wish to send and click the file name with your mouse to highlight the file name. The document’s file name will be inserted into the **“File name”** box at the bottom of the **“Choose file”** window.
- Next click the **“Open”** button. The **“Choose file”** window will close and the Electronic Records Express website will show the file name displayed in the

box to the left of the “**Browse...**” button. If you have chosen the incorrect file, click the “Clear File 1” button to clear the “File 1” field.

- Select the “**Add Another File**” button to send additional files. *Only files for the SSN entered in Step 1 can be sent with this transaction.*

Note: A maximum of eight (8) additional files may be sent for one individual by clicking the “**Add Another File**” button and repeating the previous steps.

SSA’s Electronic Records Express website will accept the following file formats: **.wpd, .doc, .docx, .jpg, .bmp, .mdi, .txt, .rtf, .xls, .xlsx, .pdf, .tiff, .tif.**

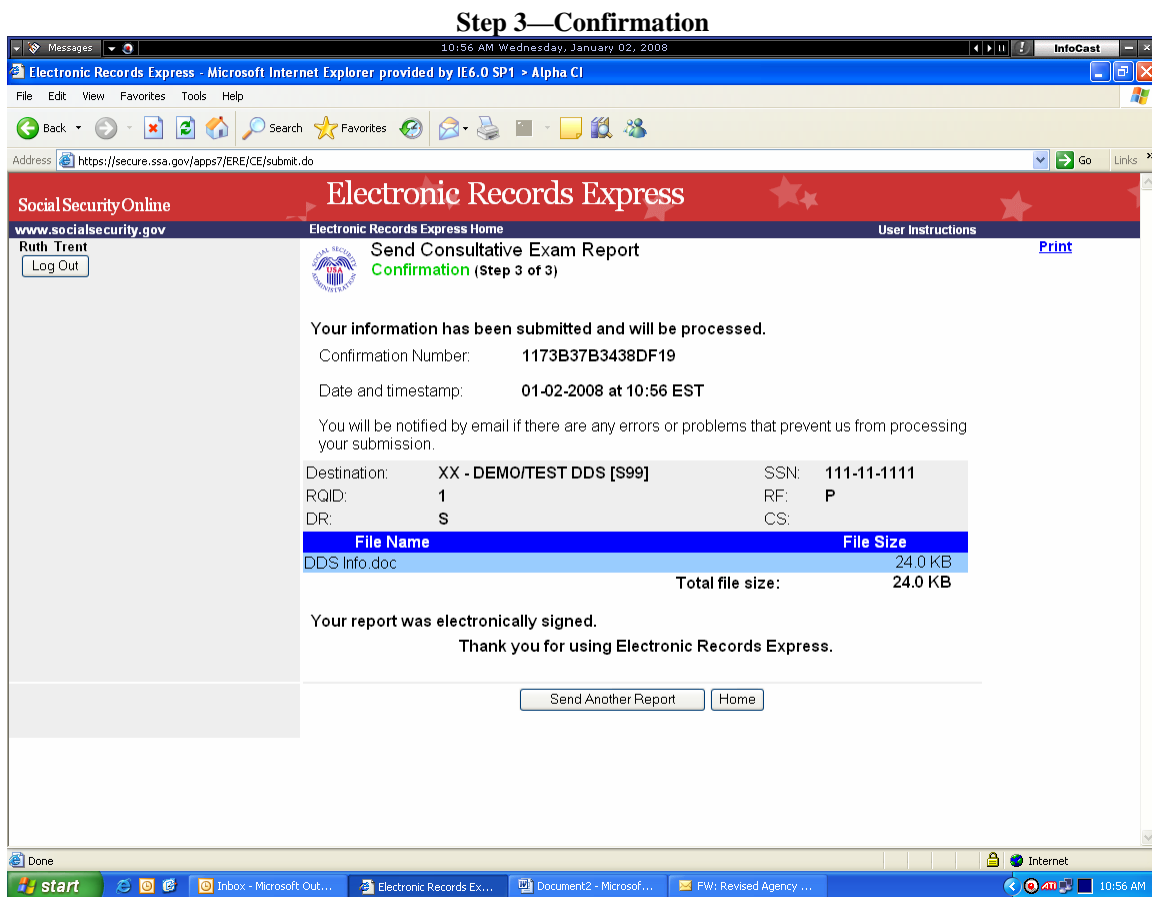
- The next process is your “Electronic Signature”. This process allows you to certify that the claimant has been examined, a report has been prepared, and the report is accurate. Read the certification statement located at the bottom of the screen and indicate your understanding by checking the box beside “I have read and agree with the above.” By checking the box, you affirm your intent to sign the report. This process eliminates the need for you to physically sign and send the paper report to the DDS.
- Type **Comments**, if needed. Type-in and/or cut-and-paste your text (up to three letter size pages, approximately 16,000 characters) directly into the box provided.
- Select the “**Submit**” button to provide electronic signature and to forward this information to the selected DDS office.

Behind the scenes, a text file called the Signature Attestation Document will be created and packaged with the files and information you have submitted. This document will contain the following information:

- Index information you entered from the request letter
- The signature attestation statement to which you agreed
- Your full name—serving as your electronic signature

Important Note

It is against SSA policy for a user to delegate the uploading of their Consultative Examination reports, via the **Send CE Report** website function, to staff members. Users interested in delegating this responsibility should consider using the **Send CE Report(s) with Scanned Signature** website function or CE Administrative Staff Upload (**Review/Submit CE Reports, Pickup Doctor’s Transcription Reports and Prepare CE Report for Doctor**).



Step 3—Confirmation

- After the website uploads, a confirmation page is displayed to notify you that the transaction has been submitted. A confirmation number is generated for your reference. The confirmation page indicates the specific files that were transmitted.
- In the unlikely event that you do not receive the "Confirmation" page, you should resubmit the materials.
- If you continue to have transmitting problems, contact the Electronic Records Express Website Help Desk at EETechSupport@ssa.gov or 1-866-691-3061.
- If you have additional CE's to send, you can select the "Send Another Report". This will take you to Step 1 of Sending CE Report.

NOTE: It is **strongly recommended** that you print or take a screenshot of the Confirmation page for your documentation. To print the confirmation page, simply select “Print” located at the top right corner of the page. This print link works the same as if you selected File and Print from your browser’s menu.

You cannot bookmark and save a confirmation page, and you will not be able to retrieve a Confirmation Page at a later time from the SSA/DDS after exiting the Confirmation Page webpage.

Access Keys:

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Add Another File	2 – 8 (number corresponds to the file to be added)
Cancel	n
Continue	c
Edit	w
Home	m
Prior	p
Send Another Report	r
Send Another Response	r
Submit	b
Try Again	g

Other keyboard commands, hotkeys or access keys will vary based upon the browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.